

**Community
Development Technical
Assistance (CD-TA)
2003**

Overview of Broadcast

- **NOFA purpose, dates, amounts**
- **Eligible activities, CD goals**
- **CD-TA requirements**
- **Application selection & scoring**
- **Tips on applying**
- **Qs and As**

Purpose of TA

- **Achieve the highest level of performance and results in HUD's community development programs**

Still Stores

Purpose of NOFA

- Find TA expertise for CD programs
- Select best cooperating partners
- Provide TA for HOME, CHDO (HOME), Homeless Programs, and HOPWA

Application

- **Due June 4th**
- **1 application per organization; any number of programs**
- **Original to HQ; copy to Field Office, except for pooled**
- **Application elements in NOFA**

Application Submission

- **No hand deliveries**
- **No faxes**
- **To HQ: USPS, DHL, Falcon Carrier, Fed Ex, UPS**
- **To Field Offices: USPS recommended**
- **Proof of timely submission**

Amount Available

- **Approximately \$22.9 million**

| | |
|--------------------|-----------------------|
| HOME | \$ 8.3 million |
| CHDO (HOME) | \$ 6.0 million |
| Homeless | \$ 6.6 million |
| HOPWA | \$ 2.0 million |

Distribution

| | <u>Field Office</u> | <u>National</u> |
|----------|---------------------|-----------------|
| HOME | \$5 m | \$3.3 m |
| CHDO | \$5 m | \$1.0 m |
| Homeless | \$3 m | \$3.6 m |
| HOPWA | ----- | \$2.0 m |

Definition - National & Field Office TA

**National – product development
aimed at achieving national
program objectives**

**Field Office – related to
implementation of local
programs**

Definition - National & Field Office TA

National activities

- develop training & deliver it**
- develop written products**
- develop & deliver workshops of national scope**
- develop on-line materials**

Definition - National & Field Office TA

Field Office activities

- do needs assessments**
- organize & deliver workshops, etc.**
- customize, deliver approved training**
- give direct TA**

Field Office TA Distribution

- **Allocated a “fair share” portion based on program responsibilities**
- **HOME, CHDO (HOME), Homeless**
- **Amounts shown in Appendix A**

HOME TA “Opt-in”

- **23 Field Offices have pooled TA resources – see Appendix A**
- **Applicants for pooled TA are required to serve any of those Field Offices**

HOME Pooled Process

- **Applications submitted to HQ**
- **Applications rated by HQ**
- **Info from fundable applications sent to field office**
- **Field Office selects one or more TA providers**
- **Awards are announced**
- **TA providers work with Field Office on TADP and TPAs**

Example of Pooled Selection for HOME TA

| | |
|--------------------|-------------------------|
| Applicant A | 93 pts (19 cap.) |
| Applicant B | 87 pts (19 cap.) |
| Applicant C | 84 pts (22 cap.) |
| Applicant D | 80 pts (17 cap.) |
| Applicant E | 76 pts (18 cap.) |
| • --- | |
| Applicant F | 73 pts (16 cap.) |

Award Period

- **Awards made through cooperative agreements**
- **Award period – 36 months**
- **Extensions not available**

HOME Investment Partnerships Program TA

Purpose

- **Develop the capacity of PJs and CHDOs to achieve the highest level of performance and results in the use of HOME Investment Partnerships Program funds.**

Eligible Applicants

HOME TA

- **For profit or non-profit professional and technical services companies.**
- **Home participating jurisdictions (PJs).**
- **Public purpose organizations established pursuant to state or local legislation.**

Eligible Applicants

HOME TA cont.

- **An agency or authority established by two or more PJs to carry out HOME-funded activities.**
- **National or regional non-profit organizations with membership comprised predominately of PJs, officials of PJs, or PJ agencies.**

HOME TA Priorities

- **Facilitate information exchange.**
- **Develop strategies that increase and sustain homeownership opportunities for low-income households.**
- **Facilitate the establishment and efficient operation of land assembly consistent with the HOME program purposes and timeframes.**

HOME TA Priorities cont.

- **Improve PJ ability to design and implement housing strategies that**
 - **analyze and reduce regulatory barriers,**
 - **reflect sound management and fiscal controls,**
 - **demonstrate measurable outcomes in the use of public funds, and**
 - **provide accurate and timely reporting of accomplishments.**

HOME TA Priorities cont.

- **Encourage public-private partnerships.**
- **Develop strategies that ameliorate affordability gap between rapidly increasing housing costs and less rapid growth in incomes among low-income households.**

Eligible National TA Activities

- **National TA activities may include :**
 - **Development and delivery of training,**
 - **Development of written products,**
 - **Development and delivery of workshops and conferences, and**
 - **Development of on-line training materials.**

Eligible Field Office TA Activities

- **Field Office TA activities are limited to the following:**
 - **Development of needs assessments,**
 - **Direct technical assistance,**
 - **Organization and delivery of workshops and conferences, and**
 - **Customization and delivery of previously HUD-approved trainings.**

General Requirements

HOME TA

- **HOME TA funds cannot total more than 20% of a TA provider's operating budget.**
- **HOME TA funds awarded to any single TA provider may not exceed 20% of total HOME TA funds available.**

Eligible Applicants

CHDO TA

- **Public and private non-profit intermediary organizations with demonstrated CHDO and affordable housing expertise.**
- **Other non-profit organizations that engage in community revitalization activities undertaken by CHDOs.**

CHDO TA Priorities

- **Organizational Support**
- **Housing Education**
- **Program-wide Support of Non-profit Development and Management**
- **Benevolent Loan Funds**

CHDO TA Priorities cont.

- **Community Development Banks and Credit Unions**
- **Community Land Trusts**
- **Facilitating Women in Homebuilding Professions**

Eligible Activities

CHDO Pass Through Funds

- **Operating expenses – must be reasonable and necessary costs associated with the operation of the CHDO. [see HOME Final Rule Section 92.208 (a)]**
- **Training scholarships – must be training of the CHDO's choosing and address a skill gap or need of the CHDO.**

CHDO Pass Through Requirements

- **TA Provider must:**
 - **Establish written CHDO selection criteria.**
 - **Ensure PJ designation of the CHDO.**
 - **Guarantee that initial CHDO designation occurred no more than three years prior.**

CHDO Pass Through Requirements cont.

- **TA provider must enter into a written agreement with selected CHDOs.**
- **CHDO must receive HOME funding within 24 months or agreement will be terminated.**

CHDO Pass Through Requirements cont.

- **Pass through amount, when combined with other CHDO capacity building and operating support, must not exceed the greater of:**
 - **50% of the CHDO's operating budget for the year in which it receives funds, or**
 - **\$50,000 annually.**

General Requirements

CHDO TA

- **All CHDO TA providers must secure a PJ technical assistance designation letter.**
- **CHDO TA funds cannot total more than 20 % of TA provider operating budget.**
- **TA providers are prohibited from undertaking CHDO set-aside activities while under cooperative agreement with HUD.**

Housing Opportunities for Persons With AIDS (HOPWA)

HOPWA Program

The HOPWA program provides
housing assistance
and related supportive services
for low-income persons with
HIV/AIDS and their families.

2003 HOPWA Overview

FY 2003 Available Funding

Competition:

\$28.811 million

Technical Assistance:

up to \$1.987 million

Formula:

\$259.304 million

Definition of HOPWA TA

- Transfer Skills & Knowledge needed to develop operations and support HOPWA eligible programs

Eligible Applicants

States

Local governments

Non-profit organizations

Grant Size and Scope

1. Grant size

limited by available funding

2. Scope of Activities

National or Regional Basis

State-wide

Community

National TA Goal

1. Sustainable & Sound
Management of HOPWA
programs
2. Accurate Use of HUD's
Information & Management
Tools

Sustainable & Sound Management

- Management and Operations
 - efficient
 - cost effective
 - accountable
 - financial viability

Sustainable & Sound Management

- State, local and community planning
 - coordinating housing with supportive services and health-care
 - addressing specialized needs of clients
 - linking to other mainstream programs

Sustainable & Sound Management

- Program Evaluation
 - use of data collection, guidance, and training

Accurate Use of HUD's information & management tools

- Training in the Use of:
 - information technology
 - financial reporting
 - annual performance reports
 - program output/outcome measurements

Benchmarks

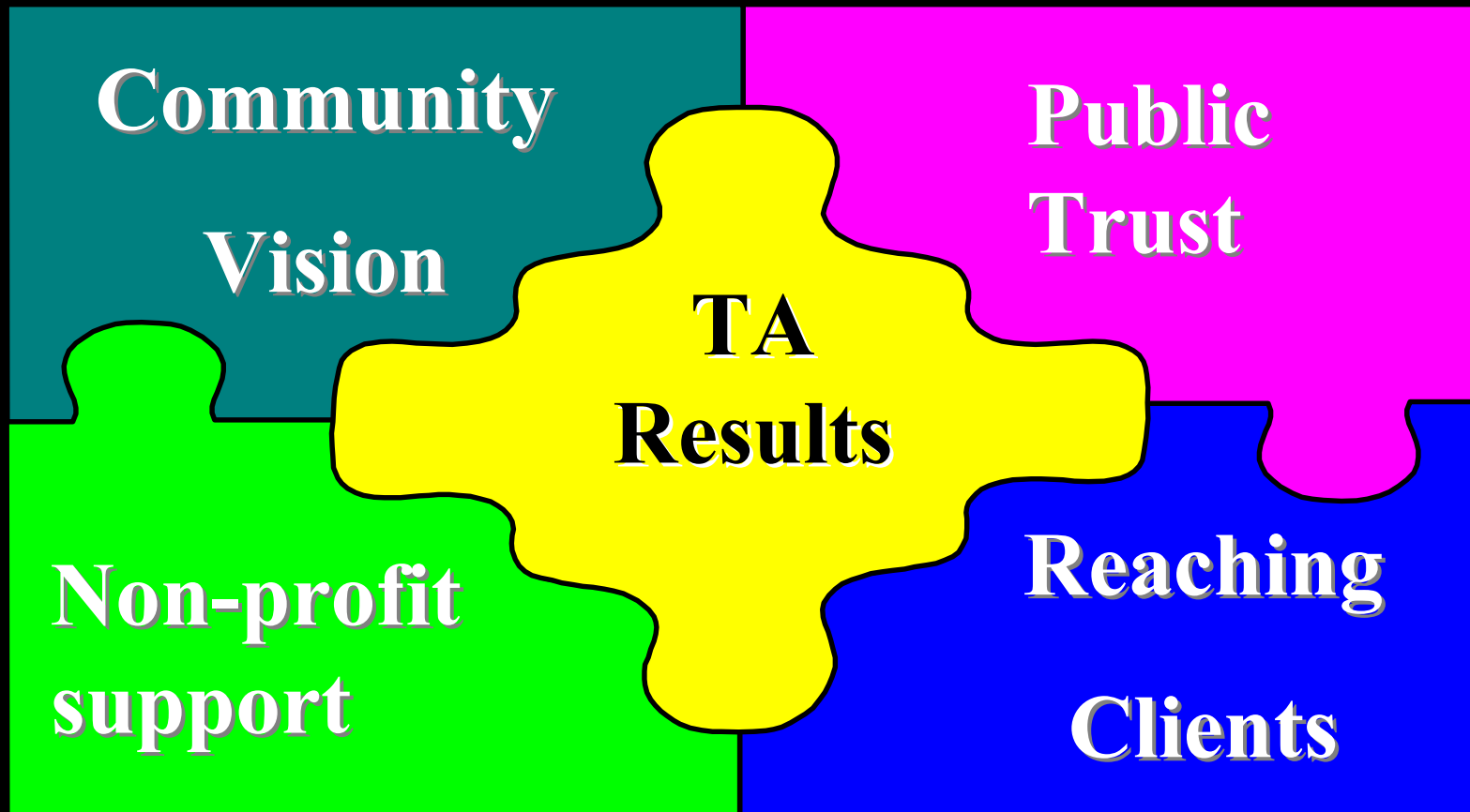
Begin TA within one year of selection

Provide initial report to Field Office and headquarters GTR within six months of selection

HOPWA TA Outputs

- Comprehensive Strategies
- Sound Management
- Building Capacity
- Responsive Programs

HOPWA TA Outcomes



Examples of strengths and weaknesses in TA Applications

- Propose client services not TA to partners
- Experience with AIDS and AIDS related services
- Experience with housing activities

Examples of strengths and weaknesses in TA Applications

- Effective collaborations
- Focus on specialized needs of HOPWA clients
- Leveraging of resources for TA activities

TA Plans:

- Community-based needs assessment and planning
- Consultations with HOPWA grantees and HIV/AIDS housing providers
- Program development support
- National conferences, meetings, and trainings

TA Plans:

Publications

- Coordinate evaluation activities
- Reporting on performance
- Development & Management of housing and services
- Developing programs and services for people with multiple diagnoses

For More Information

David Harre

Office of HIV/AIDS Housing

<http://www.hud.gov>

(202) 708-1934

Technical Assistance Program Requirements

HUD Involvement

- **Cooperative Agreements, not grants or contracts**
- **“Significant HUD involvement”**
- **Local awards – under the direction of Field Offices**
- **National awards – under the direction of Headquarters**

HUD Involvement (con't.)

- **Demand/Response System**
- **Technical Assistance Delivery Plans (TADPs)**
- **Proposed activities may change**

Demand/Response System

- **Selected applicants receive additional instructions**
- **Coordinate plans & operate under direction of GTR**
- **If apply for pooled TA, must be able to work in every Field Office jurisdiction into the pool**

TADPs

- **Selected applicants receive additional instructions**
- **In consultation with Field Offices &/or Headquarters**
- **TADP process – same for HOME pooled awards**
- **Logic model**

Post-selection

- **Announcement letters**
- **Administrative and financial information**
- **Certifications**
- **Budget review and approval**
- **TADP approval**

20% Rule – HOME and CHDO (HOME) Requirement

- **Certification signed by CEO**
- **Award does not exceed 20% of operating budget in any one-year period**

Budget Summary Form

- **For your convenience**
- **Fax request to – Technical Assistance Division (202) 619-5979, Attn: Ms. Lewis**
- **Will fax form to applicants**

Required Forms

- 1. SF-LLL Lobbying, pg. 21041**
- 2. SF-424 Application, pg. 21043**
- 3. SF-424B Assurances, pg. 21045**
- 4. Budget Summary, (fax)**
- 5. HUD 2880 Disclosure, pg. 21061**
- 6. HUD 96010 and 96010-1 Logic model and instructions, pg.21079**

CD-TA Application Selection Process

THRESHOLD REVIEW

1. Must meet all application filing requirements and;
2. Application, activities and applicant must be eligible and meet CD-TA program rules and;
3. Must meet “funding threshold” of 15 points in *Factor I: Capacity* and 75 points overall

FACTORS FOR AWARD

- Applications will be rated separately for each CD-TA program
- Applications will be listed and funded in rank order

Awards are made to highest scoring applications in each program category

However, HOME “Pooled
TA” awards can be
funded out of rank
order.

HOME “POOLED TA”

applications and list in rank order by score.

- F.Os. select one or more providers in the “**fundable range**” (a **minimum score of 75 points**).

HOME “POOLED TA”

provider's award will be determined by totaling fair share amounts awarded by individual F.Os.

- Pooled TA awards need **NOT** be made according to highest scoring application so long as the organization is within the fundable range.

Factors For Award

Example of HOME "POOLED TA" Selection

| | | | |
|-------------|---------|----|----------|
| Applicant A | 93 pts; | 21 | Factor 1 |
| Applicant B | 87 pts; | 19 | Factor 1 |
| Applicant C | 84 pts; | 20 | Factor 1 |
| Applicant D | 80 pts; | 17 | Factor 1 |
| Applicant E | 77 pts; | 15 | Factor 1 |

Example of HOME "POOLED TA" Selection

- F. O. fair share of \$62,000 has placed been placed into the HOME "POOLED TA" category.
- After review of background of fundable applicants, F.O. awards \$26,000 to applicant C (84 points)
- Balance \$36,000 is awarded to applicant D (fundable score of 80 points)

Rating Factors

- Capacity of Applicant – 25 points
- Need/Extent of Problem – 20
- Soundness of Approach – 40
- Leveraging of Resources - 5
- Achieving Results and
- Program Evaluation – 10 points

Rating Factor 1: Capacity

- 15 points minimum (of 25 total points) required for further consideration

Rating Factor 2: Need/Extent of Problem

20 points :

Rating Factor 3: Soundness of Approach

- 40 points
- Considerations in rating the factor...
 1. Detailed approach identifying needs and CD-TA priorities
 2. Cost effectiveness of activities and operation under Demand Response System

Rating Factor 3:

- Responding to TA at HUD's direction
- Responding to competing and unanticipated demands
- Plan is cost effective in:
 - --Design
 - --Organization and Management
- Describe a sound approach for addressing identified needs

Rating Factor 3:

- Demonstrates an effective assistance program for specific disadvantaged communities, target populations and/ or organizations that....
 - have been underserved
 - and have potential to participate in CD-TA programs

Rating Factor 3:

- Describes a feasible, creative plan which uses state of the art technology to transfer lessons learned to----
- CD-TA program grantees and programs
- Beneficiaries of other CD-TA and community development programs

Rating Factor 4: Leveraging Resources

- 5 points
- Addresses applicant's ability to secure community resources to combine with HUD resources
- Commitments must be for cash or in-kind services but must be FIRM commitments

Rating Factor 4:

- Firm commitments include letters, MOUs or Agreements
- Each must be signed by the organization and include dollar amount or Fair market value of

Resources

--Signature must be that of the authorized official of the organization

Rating Factor 5: Achieving Results

- 10 points
- Completion and submission of Logic Model form with explanatory bullets
- Demonstration of successful past experience with CD-TA or CD programs

National McKinney-Vento Homeless TA Awards

- Rating and ranking will be done at Headquarters
- Awards will be made in rank order according to the highest scoring applicants